

The Board of Lake County, Ohio Commissioners
and
Lake County, Ohio Senior Citizens Advisory Panel

Request for Proposals for

Lake County, Ohio Senior Citizens: Today, Tomorrow and in the Future

Request for Proposal

Appointed by the Lake County, Ohio Board of County Commissioners, The Lake County Senior Citizen Advisory Panel (Panel) is seeking an experienced consultant to conduct a senior citizens needs assessment/gap analysis for Lake County. This assessment will, among other tasks, help review current usage of levy resources, establish the strategic direction, evaluate priorities and identify gaps for programmatic and operational planning. Ultimately, the plan will assist with the decision-making process for the Lake County Senior Citizen Levy distribution.

The consultant should have relevant experience working with public and non-profit organizations to develop operational plans that respond effectively to internal, demographic, programmatic and fiscal changes in the community. Experience working with organizations that deliver impactful services in the areas for senior citizens and social services is preferred, but not required.

Organizational Overview

The Commissioners, pursuant to Ohio Revised Code 307.694, may spend moneys for the support of senior citizens services or facilities.

Created in 2012, the mission statement of the Panel is to “provide financial and programmatic recommendations to the Board of County Commissioners and will work with local senior resource providers to ensure efficient and effective delivery of services and programs for the citizens of Lake County.” The panel is staffed by the County Administrator, Finance/Budget Director and Project Coordinator.

To date, the five (5) member advisory panel has concentrated their efforts on forming a solid understanding of the levy’s history and funding recipients. This includes budgeting, facilities, programming and coordination of efforts. This information has provided a basis for funding recommendations to the County Commissioners.

Appropriations have been designated by the Lake County Commissioners from the senior levy to perform this research to assure that the senior citizens of Lake County receive the maximum benefits from the levy funds collected today and in the future. It is the hope of the Panel to evaluate current practices, facilities, and organizations to recognize immediate and future needs in the senior community.

The consultant will work not only with the current recipients of levy funds (12 organizations), but also local social service providers, courts, and other entities deemed necessary. Current recipients are:

- | | |
|--------------------------------|-----------------------------|
| - Lake County Council on Aging | - Eastlake Senior Center |
| - RSVP of Lake County | - Mentor Senior Center |
| - Wickliffe Senior Center | - Fairport Senior Center |
| - Willowick Senior Center | - Painesville Senior Center |
| - Willoughby Senior Center | - Perry Senior Center |
| - Kirtland Senior Center | - Madison Senior Center |

The following fundamental questions should provide a baseline level of information to guide the research, and should be addressed in the study. In responding to these inquiries the goal of the project is to provide a factual based strategic blueprint for sustainable programming and investment to the benefit of Lake County's senior citizens.

Questions

- What are the current needs of the senior citizens of Lake County?
- How well are our services currently meeting identified needs?
- What is the value of current Levy recipients based on participants and location?
- Identify changes in the senior population growth in Lake County's 23 municipalities, villages & townships.
- What are key trends or best management practices occurring in Ohio or the nation that should be incorporated in Lake County?
- What additional support services are needed in Lake County to support residents living with or caring for someone 55/60 years or older?

- Key programmatic differences needed to effectively provide services to our elderly population (>85) when compared to the “current” senior.
- How should we structure our levy distributions to meet key challenges facing our aging Lake County senior population?
- What future programs should be considered for the citizens of Lake County?

RFP Submissions

The Senior Citizen Advisory Panel requests proposals of no more than seven (7) pages in length that describe your team, your experience providing this type of work to similar organizations, your proposed methodology for the research and a proposed budget for these services.

Proposals should include: information regarding the firm’s history, education/experience of owners and key personnel; the expertise of the firm’s current staff; the firm’s experience in performing facility/operational analysis and strategic planning; availability of staff; the firm’s equipment and facilities; references and previous work performed for the Lake County Board of Commissioners or their associated departments.

On a separate sheet (which will not count toward the seven page limit), please provide the names and contact information for up to three references – preferably organizations for which you have recently provided similar services.

Responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Lake County Board of Commissioners will enter into contract negotiations with the firm ranked the most qualified.

You may also access this Public Notice via the Internet at www.lakecountyohio.gov click on *Legal Notices to Bidders* on in the middle of the front page.

RFP Requirements / Timeline

The Commissioners and Panel have established July 1, 2015 as the delivery date for the project.

Completed proposals must be submitted electronically in PDF format to:

Jason W. Boyd
County Administrator
Lake County Board of Commissioners
105 Main Street
Painesville, Ohio 44077
jboyd@lakecountyohio.org

Please reference RFP in the subject line.

Proposals must be RECEIVED no later than 5:00 p.m. November 30, 2014. Proposals received after this time may not be considered.

All costs in preparation and submittal of the proposal are to be borne by the proposer. The Senior Citizen Advisory Panel will not reimburse any costs associated with the preparation or submittal of this proposal.

Public Notice: October 26, 2014

& Posted on Lake County website